

**Franklin County Board of Commissioners
Classification Specification & Job Description**

CLASSIFICATION TITLE: Employee Benefits Coordinator	CLASS NUMBER: 60101	FLSA: Non-Exempt
AGENCY/DIVISION: Department of Human Resources/ Benefits & Wellness	JOB TYPE: Full Time, Classified	PROBATION PERIOD: 180
BARGAINING UNIT: Non-Bargaining	PAY GRADE: N5	POSITION CONTROL #: 060421
POSITION LOCATION: 373 S. High St., 25 th FL., Columbus, OH 43215	TYPICAL WORK SCHEDULE: Monday – Friday 8:00 AM – 5:00 PM	SUPERVISOR (PCN): Employee Benefits Sup. (060420)
JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:		

CLASSIFICATION PURPOSE:

The primary purpose of the Employee Benefits Coordinator classification is to ensure eligible employees are enrolled with vendors and to assist on development of agency policies and procedures and the summary plan description. Provide customer service. Create, prepare and conduct presentations as directed.

JOB DUTIES:

Assist in administering the County’s benefits and health program which includes: medical, dental, vision, prescription drug, behavioral health, wellness programs, COBRA, life insurance programs and FSA’s. Interact and respond with Franklin County staff, County officials, and County agencies. Assist in enrollment and eligibility with other government entities participating in benefits programs conducted by Franklin County and analyze operating practices regarding claims processing.

Serve as a liaison in areas concerning insurance programs. Assist with memos and correspondence in order to properly administer programs. Maintain records and eligibility. Review, maintain and implement changes to streamline claims and customer service. Provide assistance in data collection and with creating reports. Assist in: bid specifications for benefits, reviewing benefits related bids, presenting and conducting training programs related to benefits and wellness programs. Answer inquiries and respond to special benefits requests from County Staff, County Officials, and County Agencies. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of public relations; office practices and procedures. Skill in office equipment operation and software; comprehensive analysis of detailed information. Ability to deal with problems involving several variables in familiar context; define problems, collect data, establish facts and draw valid conclusions; add, subtract, multiply and divide whole numbers; complete routine forms; maintain accurate records; make appointments; work alone on most tasks; cooperate with coworkers on group projects; handles sensitive inquiries from and contacts with officials and government and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

High School diploma or GED with one (1) year of human resources, benefits, or related experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

Supervisory Responsibilities

None required.

UNUSUAL WORKING CONDITIONS:

N/A

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date